

16 December 1953

MEMORANDUM FOR: Mr. Claude Hawley, OIC

SUBJECT: [] Interview

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1. Confirming our phone conversation of this morning, [] who has been my secretary both here in the DD/I office as well as in the Budget Division, is leaving the Agency on 18 December 1953 and may be interested in employment []. Because of her excellent experience, training and ability, I believe that [] might be interested in picking her up [].

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2. [] will be in [] the week between Christmas and New Year's and would like to contact [] at that time. Although she will contact [] if he is available, she will be visiting at [] telephone number [] should [] desire to call her.

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3. I would appreciate your passing this information on to [] if convenient.

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[]
Assistant to DD/I (Admin.)

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